

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: LB08110229

DATE POSTED: 06/02/15

POSITION NO: 243488

CLOSING DATE: 06/15/15

POSITION TITLE: Office Aide

DEPARTMENT NAME / WORKSITE: LB/Office of Legislative Services - Council Delegates' Office/Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB54A</u>
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>17,097.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>8.22</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Receives and screens telephone calls and visitors, refers them to appropriate staff/offices/departments; responds to routine questions such as those concerning standard office procedures, directs people to appropriate legislative office/staff; receives, incoming resolutions/letters, etc. and refers them to appropriate staff, responds to requests for general information; composes, drafts and types correspondences on a wide range of subjects in accordance to general instruction that are dictated by members of the Navajo Nation Council; keeps members of the Navajo Nation Council standing committees well informed of meeting schedules.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

No prior experience required.

**Preferred Qualifications:**

- A high school diploma or GED.
- Some experience in the use of personal computers (Microsoft).
- Six (6) months experience in basic clerical and office support work.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of office telephone etiquette; Skill in basic filing and recordkeeping; skill in operation of a variety of office machines including, personal computers, telephones, copiers, fax machine. Skill in establishing and maintaining effective working relationships with others; ability to follow oral and written instructions. Fluency in both the Navajo and English languages may be required.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**